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OSA-0437-64

21 January 1964

Dear Frank,

Attached herewith is a Fitness Report form for Don. I would appreciate if you could fill this out and have it back to me as soon as possible since it must be in main Personnel by the end of the month.

For your guidance you may wish to use many of the specific items which appear on your own Fitness Report. Your name should be signed as the rater and [] as the reviewer. Remember also to have Don sign all copies. 25X1A

With regard to your own Fitness Report I feel you are doing a very good job as I have indicated in the report. For your guidance your overall rating probably would have been "S" if you were a GS-12, since your performance to date would have indicated such a rating; however, in view of your grade, I feel that this report reflects a fair evaluation of your performance. I might add that I anticipate that your continued experience in the job will undoubtedly merit a higher rating on the next go-round. I will be happy to discuss this with you when you are able to get into Headquarters at some time in the near future.

Keep your powder dry. I know you have been most busy these past few weeks with your problems out there. We will look forward to see you when you can make the trip.

Kindest regards,

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OSA/SS [] mpr

Distribution:

O&I [] Palo Alto, Cal.

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